

Service Area Plan

Jamestown-Yorktown Foundation

Collections Management and Curatorial Services (14501)

Service Area Background Information

Service Area Description

This service area acquires and cares for 17th-century and 18th-century artifacts that provide museum visitors with an understanding of life during these centuries and serve to illustrate the historical themes in the JYF museum galleries.

Service Area Alignment to Mission

This service area directly supports educating, promoting understanding and awareness of Virginia's role in the creation of the United States of America. The artifacts serve as key illustrations of the three cultures interacting in 17th-century Jamestown and the impact of the American Revolution on the people of America.

Service Area Statutory Authority

§ 23-287 of the Code of Virginia establishes the Jamestown-Yorktown Foundation as an educational institution to administer certain historical museums and related programs. JYF is charged to further an appreciation of the contributions of the first permanent English-speaking settlers and their American Indian neighbors of Virginia and the United States to the building of our Commonwealth and nation, to commemorate the winning of American independence on the battlefield at Yorktown, and to enhance our understanding of the making of the United States Constitution and Bill of Rights, including Virginia's role in shaping the fundamental principles of the American constitutional system.

In addition, JYF has the authority to establish nonprofit corporations as instrumentalities to assist in administering JYF affairs and to receive and expend gifts, grants and donations from whatever source derived for JYF purposes.

JYF, with the consent of the Governor, may enter into agreements or contracts with private entities for the promotion of tourism through marketing without competitive sealed bidding or competitive negotiation provided a demonstrable cost savings, as reviewed by the Secretary of Education, can be realized by JYF and such agreements or contracts are based on competitive principles. JYF may also determine what paintings, statuary, works of art, manuscripts and artifacts may be acquired by purchase, gift or loan, and to exchange or sell the same if not inconsistent with the terms of such purchase, gift, loan, or other acquisition.

Service Area Customer Base

Customer(s)	Served	Potential
General public visitors	640,000	1,000,000

Service Area Partners

Jamestown-Yorktown Foundation, Inc.

The JYF, Inc. coordinates private fund development in support of JYF programs. The JYF, Inc. is administered by a board of directors consisting of no more than 30 members, including at least three but no more than seven members of the JYF's Board of Trustees, as well as the trustees' chairman.

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Service Area Products and Services

- The product produced in this service area is a museum gallery. The gallery can be a permanent gallery that is replaced every 10-15 years or a changing gallery that might be open for a period of three to 12 months. The information presented in the gallery must be well researched, clearly organized and well written, and artifacts must be purchased (through JYF's private affiliate), borrowed, and, in all cases, cared for according to American Association of Museum and artifact loan agreement standards to ensure that it will be equally available for future generations to see. Temperature and humidity levels must be closely monitored, and action taken to protect the artifacts if building systems are unable to meet standards.

Factors Impacting Service Area Products and Services

Attendance is expected to increase from nearly 600,000 in calendar year 2004 to 871,000 in the calendar year 2007. Significant national attention will be brought to the JYF sites. Expectations, in terms of regional and state economic impact, are high. This should prove to be the curatorial services most challenging biennium in recent history.

Anticipated Changes To Service Area Products and Services

During the 2006-2008 biennium, JS is in the final fabrication stage of a new permanent gallery, and placing artifacts in a 30,000-square-foot space. YVC also will be in the final stages of the renovation of the Declaration of Independence and Mathews galleries in preparation for the 225th anniversary of the Battle of Yorktown. A main feature of the new Mathews gallery will be an exhibit entitled "A Nation of Immigrants". During 2007-2008, curatorial services will support a four- phased changing JS exhibit, "The World of 1607", which will feature 17th-century artifacts from all over the world for the 400th commemoration, and work will begin on the replacement of the remaining YVC galleries.

Service Area Human Resources Summary

Service Area Human Resources Overview

Service Area Full-Time Equivalent (FTE) Position Summary

Effective Date:

Total Authorized Position level

Vacant Positions

Non-Classified (Filled).....

Full-Time Classified (Filled)

Part-Time Classified (Filled)

Faculty (Filled)

Wage

Contract Employees

Total Human Resource Level

Factors Impacting Service Area Human Resources

Anticipated Changes in Service Area Human Resources

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Service Area Financial Summary

Funding for Collections and Curatorial Services comes from general funds (49%) and from non-general funds (51%) - largely admissions revenue. Non-general funds from the agency's private affiliate, the JYF, Inc., are used to purchase and conserve artifacts on behalf of the state agency with donated funds. At the time of sale, ownership of the artifact is transferred to state government and placed under the state's self-insurance program. Additionally, public and private grants (both restricted and unrestricted) supplement non-general funds.

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$330,138	\$347,766	\$330,138	\$347,766
Changes To Base	\$16,340	\$23,918	\$16,340	\$23,918
SERVICE AREA TOTAL	\$346,478	\$371,684	\$346,478	\$371,684

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Service Area Objectives, Measures, and Strategies

Objective 14501.01

Manage and care for the collections, and for borrowed artifacts for "The World of 1607" special commemorative exhibition, according to collections policy guidelines, AAM standards and artifact loan agreements.

This Objective Supports the Following Agency Goals:

- COLLECTIONS GOAL: Work with private affiliates to collect and preserve objects and other materials relating to the interpretive scope and mission of JYF.

This Objective Has The Following Measure(s):

- **Measure 14501.01.00**

Number of artifacts in the JYF collection damaged or lost while in JYF custody.

Measure Type: Outcome

Measure Frequency: Annually

Measure Baseline: Zero in FY2005.

Measure Target: Zero occurrences of lost or damaged artifacts.

Measure Source and Calculation:

No occurrences of lost or damaged artifacts.

Objective 14501.01 Has the Following Strategies:

- Review all aspects of collections management and policy to maintain American Association of Museums (AAM) accreditation.
- Review display cases, lighting and HVAC systems to ensure safety for both artifacts and the public.
- Monitor temperature and humidity in the galleries, assess collections management facility needs in accordance with guidelines and procedures, and integrate requirements into the JYF master planning process.
- Actively acquire artifacts for the collection using private funds according to the master artifact acquisition lists.
- Move artifacts from appropriate storage facilities to Jamestown Settlement to open permanent exhibit galleries and "The World of 1607" special exhibition.
- Conduct historical research and make preparations for new exhibits during the biennium.